



Job Opportunity

State Controller's Office

Position: Accounting Officer (Specialist)/Accountant Trainee **Statewide**

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: December 6, 2005

Final Filing Date: Until Filled

Contact/Telephone:

Susan Lash, (916) 322-1812

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

*Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-4546-701
051-550-4179-xxx
Ref 1206.ACT 4

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general supervision of the Senior Accounting Officer or the Accounting Administrator, the Accounting Officer (Specialist) will perform professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records in the Bureau of Unclaimed Property, Securities Accountability Program. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Analyze, review, and implement accounting procedures, divisional systems, and control activities pertaining to processes for payments of security claims;
- Analyze and reconcile securities subsidiary ledgers to the Securities Asset Accounting System (STKS) and Security Asset Tracking System (SATS) to determine the financial status of securities received in the Bureau of Unclaimed Property and ensure they are accurately posted to each subsidiary ledger;
- Reconcile all securities accounts that have been approved for payment utilizing the Unclaimed Property Systems (UPS);
- Identify errors and obtain data for corrections;
- Verify the number of securities received and the number of shares applicable to the individual claim for payment;
- Maintain accountability of securities held by the SCO;
- Research the Internet to determine the past activities and current status of each security posted to the securities account on the UPS, STKS, and SATS systems;
- Resolve problems received from claimants regarding stock approved for payment;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Communicate with claimants, holders, transfer agents, and security brokers regarding the status of stocks escheated to SCO or method of payments;
- Identify problems that may arise as a result of the encumbrance/sale of certificates for payment of stock accounts, and consult with the Senior Accounting Officer, Supervisor to determine the appropriate accounting procedures that should be used to resolve the issue;
- Develop accounting procedures appropriate to the Securities Accountability Program and develop subsidiary accounting applications using Microsoft Excel and Access programs;
- Interpret and disseminate information regarding the Unclaimed Property Law, Administrative Code of Regulations, and Bureau Policy to holders of unclaimed property;
- Advise Bureau management regarding securities financial market trends and interpret accounting data to identify program problem areas so that corrective measures may be implemented;
- Draft correspondence and provide accounting information reports to management.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Susan Lash

Reference Number 1206.ACT 4, 051-550-4546-071/4179-xxx (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).